

EEO TRAINING BRIEF

This EEO Brief will provide a general overview of all EEO Programs. Supervisors may complete this EEO Brief to fulfill their mandatory annual EEO training requirement. Upon completion, please fill in the Certificate at the end of this EEO Brief (name, last four digits of your social security number, organization and the date). Print a copy for your personal records and provide a copy to your local servicing Human Resources Office and request they include this certificate in your Official Personnel File (OPF). Click the submit button prior to exiting this website and this electronic certificate will be

E E E O

**EQUAL
EMPLOYMENT
OPPORTUNITY**

**MANAGERS & SUPERVISORS
BRIEFING**

EEOO

OVERVIEW

You will learn about the following subjects:

- **WHO ARE YOUR EEO OFFICIALS**
- **EEO PROGRAM IN GENERAL**
- **DISCRIMINATION COMPLAINTS**
- **ALTERNATIVE DISPUTE RESOLUTION**
- **AFFIRMATIVE EMPLOYMENT PROGRAMS**
- **SPECIAL EMPHASIS PROGRAMS**
- **ETHNIC OBSERVANCES**
- **EEO POINT OF CONTACT**
- **EQUAL EMPLOYMENT OPPORTUNITY**
- **COMPLAINTS RESOLUTION**

E E E O

**What Does EEO
Mean?**

EQUAL

EMPLOYMENT

OPPORTUNITY

EEO IS FOR ALL.....

**EMPLOYEES, APPLICANTS & FORMER
EMPLOYEES**



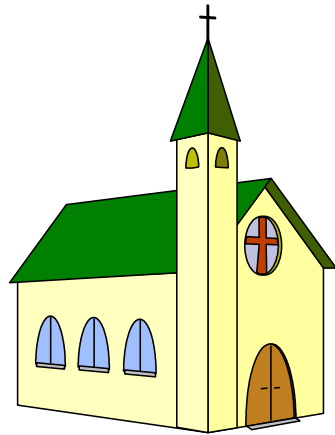
MINORITIES



WOMEN



MEN



RELIGIONS



DISABLED

TITLE VII OF THE CIVIL RIGHTS ACT ALONG WITH OTHER APPLICABLE LAWS PROHIBITS DISCRIMINATION ON BASIS OF:

- **RACE/COLOR**
- **RELIGION**
- **SEX**
- **NATIONAL ORIGIN**
- **AGE**
- **PHYSICAL or MENTAL
DISABILITY**
- **REPRISAL and/or RETALIATION**

E E O

WHO ARE YOUR
EEO OFFICIALS?

E E O

HRO Staff

**Vernon Watson
EEO Manager**

**POC's Are Available Via
Your Local HRO Servicing
Office**

APPLICABLE

EE O
LAWS

EEO LAWS

- **1963 Equal Pay Act (EPA)**
- **1964 Civil Rights Act as amended**
- **1967 Age Discrimination Act (ADEA)**
- **1974 Rehab Act**

EEO LAWS

1963 Equal Pay Act

- **Equal Pay for Equal Work**
Prohibits discrimination based on:
- **Gender or Sex-based wage discrimination**

EEO LAWS

1964 Civil Rights Act as amended

**Prohibits discrimination
based on:**

- **RACE**
- **COLOR**
- **NATIONAL ORIGIN**
- **RELIGION**
- **SEX**

EEO LAWS

1967 Age Discrimination Act

Prohibits discrimination based on

AGE

Must be over the age of 40 to be covered by the

EEO LAWS

1974 Rehab Act

**Prohibits discrimination based
on**

Physical or Mental Disability

Applies to persons with permanent disabilities



EEO PROGRAMS

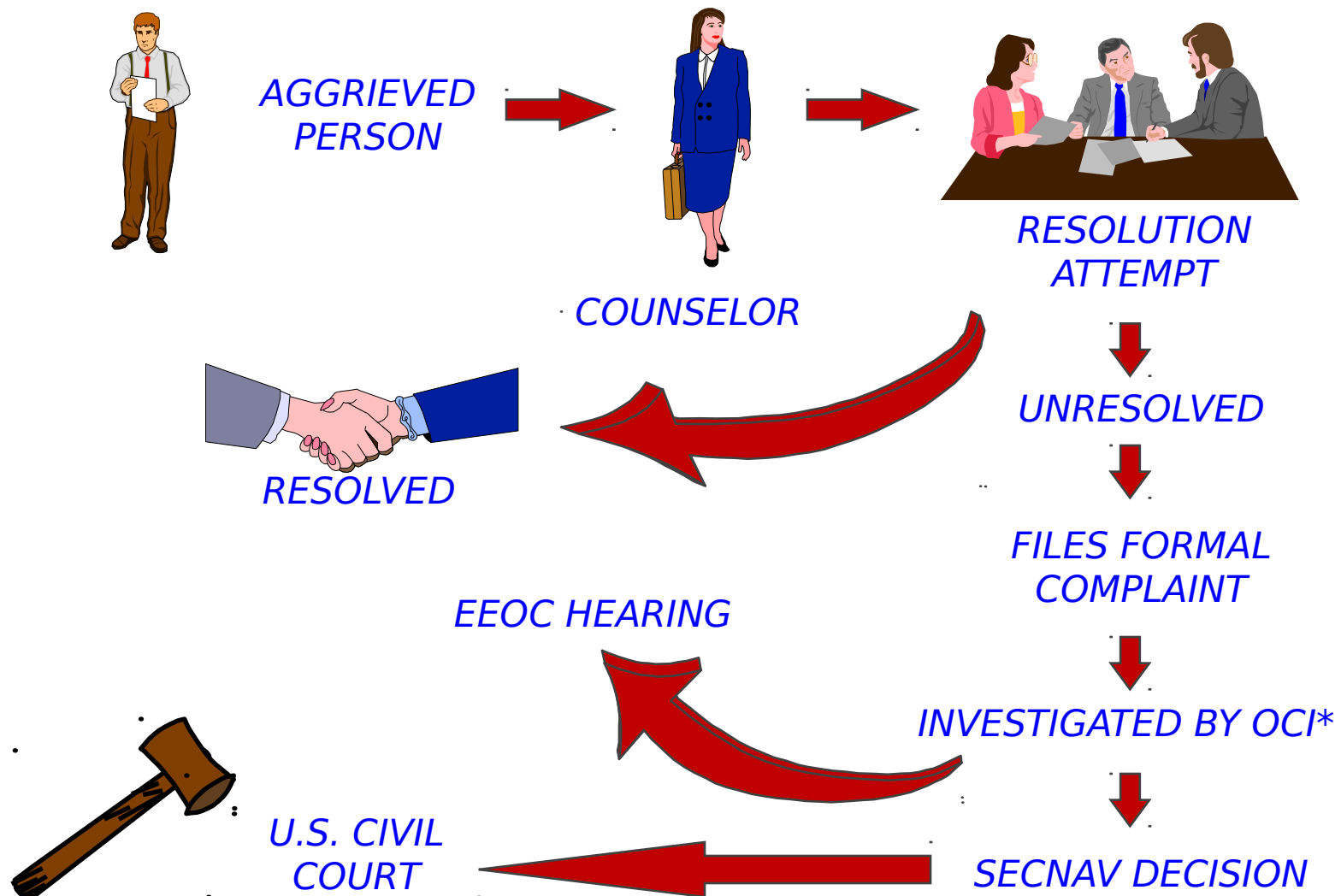
EEO Programs

- **Discrimination Complaints**
- **Alternative Dispute Resolution (ADR)**
- **Affirmative Employment (AEP)**



DISCRIMINATION COMPLAINTS

DISCRIMINATION COMPLAINTS PROCESS



EEO COMPLAINTS

Discrimination Complaint Procedures

- **Informal Counseling**
- **Formal Investigation**
- **Administrative Hearing**

EEO COMPLAINTS

INFORMAL COUNSELING

- **Must File Within 45 Calendar days**
- **Early Resolution**
- **ADR Offered**
- **Right to File Formal**

EEO COMPLAINTS

FORMAL RESOLUTION

- **15 Days to file Formal**
- **Acknowledge/Dismiss**
- **Investigation**
- **Hearing**
- **Appeal**

ADR

**ALTERNATIVE
DISPUTE
RESOLUTION
(ADR)**

ADR

- ✓ **ADR is an approach to informally resolving conflicts rather than traditional adjudicatory methods or adversarial methods**

ADR

- ✓ **All agencies are required by law to have an ADR program. The program must be available during both the pre-complaint process and the formal complaint process.**
- ✓ **Complainant elects to use the ADR process**

ADR

ADVANTAGES

- ✓ **EARLY INFORMAL RESOLUTION**
- ✓ **COST LESS, USES FEWER
RESOURCES**
- ✓ **ENHANCES EMPLOYEE MORALE**
- ✓ **MUTUAL RESOLUTION**

ADR

TYPES OF ADR PROGRAMS

- ✓ **MEDIATION**
- ✓ **FACILITATION**
- ✓ **FACT FINDING**
- ✓ **EARLY NEUTRAL EVALUATION**
- ✓ **OMBUDSMAN**
- ✓ **SETTLEMENT CONFERENCES**
- ✓ **MINI TRIALS**
- ✓ **PEER REVIEW**

ADR

NAVY'S PREFERRED METHOD

Mediation

ADR

✓ Mediation

Mediation is the intervention in a dispute or negotiation of an acceptable, impartial and neutral third party, who has no decision making authority. The objective of mediation is to assist the parties to voluntarily reach an acceptable resolution of the issues in dispute

ADR

POINT OF CONTACT

ADR COORDINATOR

Chris Berkley

NETC

DSN 922-2824

Affirmative Employment

**AFFIRMATIVE
EMPLOYMENT
PROGRAM**

Affirmative Employment

- AEP Goals**
- AEP Plan**
- FEORP Plan**
- Sexual**

Affirmative Employment → AEP Goals

**→ Commands are
required to set annual
EEO Parity goals to
overcome under-
representation in the
workplace**

Affirmative Employment → AEP Plan

**→ Supervisors and
Managers are required to
monitor and provide
input into the
Command's Affirmative
Employment Plan**

Affirmative Employment

→ FEORP Plan

- Commands are required to establish Federal Equal Opportunity Recruitment Plan (FEORP).**
- This plan assists supervisors and managers in recruiting under-represented groups that are identified in the Affirmative Employment Plan.**

Affirmative Employment

→ Sexual

Harassment

→ Quid Pro Quo

**Involves harassment that
results in an adverse
tangible action**

→ Hostile Environment

**Can result from unwelcome
conduct of supervisors or
co-workers**



SPECIAL EMPHASIS PROGRAMS

Special Emphasis Programs

- **Upward Mobility**
- **Federal Equal Opportunity Recruitment (FEORP)**
- **Federal Women's Program**
- **Hispanic Employment**
- **Persons with Disabilities**
- **Disabled Veterans**
- **Black Employment**
- **Asian Pacific Islanders**
- **Native American**

Special Emphasis Programs

➤ UPWARD MOBILITY PROGRAM

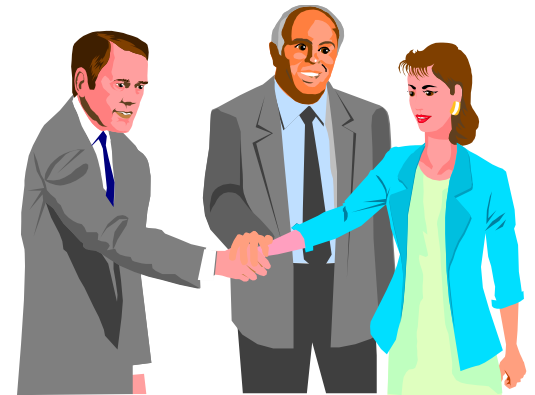


What can I do
to
get out of a
DEAD
END JOB

TRAININ
G



Upward **M**obility +
Training =
Career **P**romotion



Special Emphasis Programs

➤ **FEDERAL EQUAL OPPORTUNITY RECRUITMENT PROGRAM *FEORP***

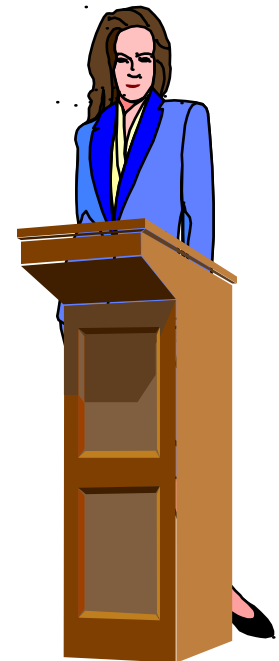
A recruitment program to increase the numbers of qualified minority and women applicants.



Special Emphasis Programs

➤ **FEDERAL WOMEN'S PROGRAM (FWP)**

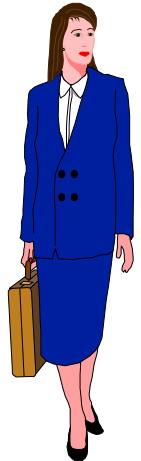
GOAL: Addresses women's issues in employment and career advancements in the federal service.



Special Emphasis Programs

➤ **HISPANIC EMPLOYMENT PROGRAM**

GOAL: To reduce or eliminate Hispanic underrepresentation and to create an environment for fair promotion and retention of Hispanics. Hispanics are the only UNDERREPRESENTED minority group in DON/DOD.

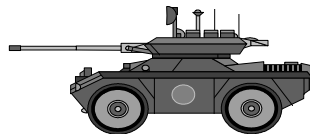
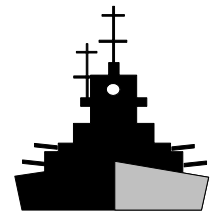


Special Emphasis Programs

➤ PERSONS WITH DISABILITIES DISABLED VETERANS EMPLOYMENT PROGRAM

IS FOR:

**Severely disabled persons and
veterans with 30% or more
disability.**



Ethnic Observances

- Jan - Martin Luther King**
- Feb - Black History Month**
- Mar - Women's History Month**
- May - Asian Pacific Islanders History Month**
- Jul - EEO Awards Ceremony**
- Aug - Women's Equality**
- Sep - Hispanic History Month**
- Oct - Disabilities Awareness Month**
- Nov - Native Americans History Month**

Special Emphasis Programs

➤ **BLACK EMPLOYMENT PROGRAM (BEP)**

GOAL: Serves as a primary resource for employment, recruitment, development and career advancement.



Special Emphasis Programs

➤ ASIAN PACIFIC AMERICAN PROGRAM (APAP)

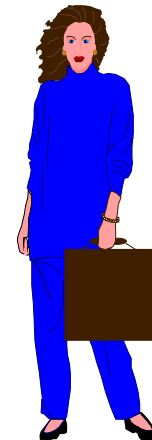
GOAL: Serves as the primary resource for employment, recruitment, development and career advancement of Asian American/Pacific Islanders.



Special Emphasis Programs

➤ **NATIVE AMERICAN PROGRAM (NAP)**

GOAL: Serves as the primary resource for employment, recruitment, development and career advancement of Native Americans.





EEO

OFFICIAL

POINTS OF CONTACT

EEO MANAGER

Vernon Watson

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DSN: 922-4767

Congratulations!

You have completed the Managers & Supervisors Briefing.

To ensure you are properly credited for the completion of this briefing, some personal information will need to be collected. This information is confidential and will only be used to document completion of this briefing in your personnel file.

Continue